HOW TO REGISTER FOR SDL TO TRACK YOUR PERMITS

1. Go to **WWW.HILLSBOROUGHNJ.GOV**
2. Click on Building Dept and in the middle of screen you will see Track your Permits.
3. Click on **sign up or sign in** and it will bring up SDL portal.
4. The sign up tab is in the top-right corner of the screen.
5. When registering, be sure to use e-mail that is on the application
6. Once registered, you will be able to see all information regarding the permit/property.

IMPORTANT ITEMS FOR TRACKING

1. Make sure information on application is legible such as e-mail, phone #, name, address.
2. Application and SDL sign in must have the same e-mail.
3. Looking up can be done by either address, permit number or control number.
4. Once in the SDL portal you can track plan reviews, inspection and any violation on property.
5. If you have several permits, click the view icon on the permit in question and information will show.
6. Any questions/issues regarding the portal, click the down arrow in the right-hand corner and then HELP/FAQ or SDL HELP CENTER
7. Contractors may also check other towns by clicking the down arrow in the right-hand corner "**Search Another Town**".